

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-14

CHAPTER VII - ONE-TIME-ONLY (OTO) PROCEDURES FOR HHG, UB AND BOAT

Item 700

Purpose

These instructions provide procedures for the competitive solicitation of OTO rates for personal property shipments (HHG and UB).

Item 701

Criteria for Use of OTO Rates

OTO procedures will apply under the following conditions:

- a. When origin to destination rates are not solicited under the ITGBL program.
- b. When a shipment is diverted to or from a point which there is no rate available.
- c. When a shipment requires conversion, i.e., from Code 4 to Code 5 service or from Code 7 to Code 8 service, due to strike or other conditions which impedes timely service and the carrier to which the shipment was tendered does not offer alternate rates in the converted service.
- d. When a shipment requires reshipment under conditions specified in Chapter V of this solicitation.
- e. When a carrier accepts shipment on a channel where it has no effective rate on file, acceptance constitutes an agreement by the carrier to perform the transportation services at a rate negotiated under these procedures. If there is a HQMTMC-accepted rate on file for the channel, then the low rate on file will be the negotiated rate.
- f. Under certain circumstances, HQMTMC may agree to terminate the shipment, especially when the shipment remains at origin or has not proceeded beyond the port of embarkation. However, when termination is approved, the carrier agrees to reimbursement only for costs incurred to the point of termination, as contained in Chapter V of this solicitation.
- g. When the **boat** will not fit into a standard size overseas container. However, the OTO boat request will not be for small boats such as canoes, kayaks, or rowboats. These small boats will be crated utilizing Item 508 of the rate solicitation and then moved with the member's shipment under the SFR.
- h. When the **boat/boat** trailer is not voluntarily accepted by the next ITGBL carrier on the traffic distribution record (TDR). If the shipment is accepted by an ITGBL carrier, all accessorial are paid under this solicitation.

NOTE: Jet skis or trailers for jet skis are not considered boat shipments.

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Item 702

Procedures

The following procedures are applicable to OTO rates.

a. When one of the above criteria exists, the PPSO will submit the necessary information to solicit an OTO rate. **This information will be submitted via HQMTMC homepage at <https://eta.mtmc.army.mil>, or <https://eta.mtmc.army.gov>, or by message or facsimile NLT 20 days prior to pickup date requested.**

b. PPSOs will provide routing instructions for Codes 5 and T shipments. This routing will be included in the solicitation to carriers. In the event a shipment is offloaded at a port other than the port designated, the provisions covering alternate ports will apply.

c. HQMTMC will solicit rate proposals from ITGBL carriers approved to participate in the OTO program. Only approved carriers may submit bids. Bids submitted without proper approval will be rejected. Carriers requesting OTO approval must submit the following documentation:

(1) A statement that the carrier has completed 12 months of continuous service as a DOD-approved ITGBL carrier. Carrier must have had a satisfactory performance during the 12-month period. Satisfactory ITGBL performance is defined as a satisfactory TQAP score for the most recent 6-month performance cycle (April 1 to September 30 or October 1 to March 31) at no less than 90 percent of total installations serviced.

(2) A list of codes of service for which the carrier is requesting approval.

(3) A list of countries in which the carrier would like to participate, enclosing the name(s) and location of agent(s) for each country. Agents located outside of CONUS, Alaska, Hawaii, and controlled rate areas listed in Item 300 need not be DOD-approved. This does not restrict the carrier to use only the agent(s) listed. Carriers are required to submit changes when applicable.

(4) A copy of the carrier's standard operating procedures (tracing and traffic management procedures) used to process international OTO shipments.

(5) Telephone numbers at which key employees can be reached during nonworking hours in case of an emergency. These numbers will be utilized in case of emergency situations, such as an embassy evacuation. This is a voluntary requirement; however, carriers who cannot be contacted on short notice may not be able to submit their bids in a responsive manner.

(6) To minimize the Government's administrative costs in the operation of the OTO program, such as costs associated with electronic transmission of requests for bids to carriers and to remain active on the bidders mailing list, approved carriers must submit a minimum of three bids each 90 days. This three-bid rule only applies to areas in the OTO program where the carrier has agreed to serve and where there have been rates solicited.

d. OTO rate requests will be solicited via the HQMTMC Homepage each government workday. Carriers desiring additional information may contact **MTTP-PP-R**, by calling **(703) 428-3283**.

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e. Bids will be submitted to **MTTP-PP-R** only via the HQMTMC Homepage. Bids will be submitted within time specified in the OTO solicitation. Bids must be error free, cannot be withdrawn, or corrected subsequent to the deadline, and must be offered prior to the deadline. If you are experiencing problems with your transmission, please contact **MTTP-PP-R** before the 1300 hours deadline. Bids received after the deadline will be considered nonresponsive and will not be considered. Uniform tenders are not desired and will not be submitted unless specifically requested pursuant to paragraph h below. Bids will include whether American flag or foreign flag service will be provided. When a carrier utilizes foreign flag service or American flag service which is used in conjunction with a foreign flag feeder, the carrier must identify the foreign flag portion in their bid. Acceptance of a bid with foreign flag routing from HQMTMC does not grant foreign flag approval. Foreign flag approval must be obtained in accordance with the Tender of Service.

f. HQMTMC will evaluate all competitive bid offers received from carriers as well as alternative shipping methods. When the OTO method is selected, the carrier offering the lowest overall responsive bid will be notified of the shipment award. Telephonic responses will constitute an agreement with the carrier that its bid is accepted. Such notification binds the carrier to a rate commitment. The carrier must acknowledge an award by providing the tender number, origin agent, and destination agent within 24 hours of award notification by HQMTMC. The carrier must confirm its bid with an OTO uniform rate tender to HQMTMC within 21 days of the award notification. The uniform OTO rate tender must be prepared precisely as specified in Appendix A for HHG and UB and Appendix D for boats to this chapter. Deviations are not permitted. Deviations, differences between the uniform rate tender and the rate provided, and/or errors will cause the uniform tender to be returned to the carrier for correction and resubmission.

g. Uniform tenders will be addressed to the Commander, HQMTMC, Hoffman Building II, 200 Stovall Street, Alexandria, VA 22332-5000. Three copies of the uniform tenders must be furnished and two of the three will be handsigned by an official with a signature on file with HQMTMC. One copy of the tender will be stamped with acceptance stamp and returned to the carrier. HQMTMC reserves the right, subsequent to the notification of the carrier of the acceptance of the rate proposal and while awaiting the submission of the uniform tender, to notify the transportation office based on the rate information provided in the rate offer. The carrier will include use of foreign flag service and the AMC/JTMO authorization number on the tender.

h. Bid proposals and uniform tenders submitted in response to OTO rate solicitations will be provided by the exact deadlines and under the exact terms, conditions, and procedures specified. This procedure stands alone, is not influenced by prior practices or procedures, and will not be subject to modification prior or subsequent to the deadlines and acceptances stipulated unless specifically modified by HQMTMC, ATTN: **MTTP-PP-R**, for the benefit of all parties by letter or telegram prior to the solicitation deadline. HQMTMC will not be responsible for late or misdirected rate proposals or uniform tenders which do not arrive at the point specified when caused by any party or parties not assigned to the Special Movements Branch. HQMTMC reserves the right to reject any or all offers or waive informalities and minor irregularities in offers received, to negotiate or accept offers without discussion of rates, to decline usage of any rate and/or to resolicit rates, and to withdraw and reaward shipments for cause, as required.

i. All accepted rate tenders submitted in response to this solicitation will be available on HQMTMC's personal property website following their acceptance, and the Personal Property Information Bulletin Board. The controlling PPSO will not be furnished a copy of the accepted tenders. Inquiries about any OTO rate proposal or uniform tender should be answered by reference to the Personal Property Public File.

j. Although no guarantee is expressed or implied, HQMTMC will make every effort to protect the confidentiality of rates submitted in response to solicitations prior to the deadline established.

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k. HQMTMC may solicit and receive rates by telephone. When this occurs, the procedures applicable to electronic solicitations and responses will remain unaltered except that telephonic communications will be substituted for electronic communications.

Item 703

Mistake in Rate Filing

a. The solicitation and awarding of OTO shipments is considered a sealed bidding process. Carriers are responsible for the proper research, coordination, and accurate submission of their OTO bids. Once an OTO shipment is awarded, the carrier will not be allowed to change or withdraw its bid due to a mistake in rate filing except as provided in paragraph (b) of this Item. This includes mistakes based on administrative errors, improper calculations, errors in judgment and using the wrong transportation data.

b. When the awarded carrier provides clear and convincing evidence that (1) the mistake is based on incorrect Government information affecting the character of the shipment; or (2) the mistake was so obvious that the Government had notice of the mistake prior to award, then HQMTMC may allow withdrawal of the bid or correction of the mistake. A carrier's request to withdraw or correct its bid based on a mistake in rate filing must be submitted to HQMTMC within 72 hours of the award and prior to packing or pickup of the shipment. HQMTMC will make the decision to approve an OTO-MIRF or re-solicit the shipment based on the course of action most advantageous to the Government. Any allowed adjustments will be indicated on the corrected OTO tender.

Item 704

RDD Status Reports

Carriers participating in the OTO program will be required to provide an RDD status report of all shipments that will miss the RDD. Reports are requested the first work day of each week to HQMTMC, ATTN: **MTTP-PP-R**. This report will reflect shipment information in the following format:

OTO Number	Member's Name	RDD	Est. Del. Date	Current Location	Remarks
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This report, which may be submitted via facsimile transmission, must provide information on all shipments not cleared by the destination PPSO/GSO. Definitions are as follows:

- a. OTO Number: MTMC file number.
- b. Member's Name: Last name, first name of the member.
- c. Est. Del. Date: Carrier's estimated delivery date to destination PPSO/GSO.
- d. Current Location (three categories): 1 - origin PPSO/GSO area; 2 - intransit via transport; 3 - destination PPSO/GSO area.
- e. Remarks: Problems; unusual delays; why shipment will miss the RDD; waiting clearance for use of foreign flag, etc.

APPENDIX 7A-1

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INTERNATIONAL UNIFORM TENDER OF RATES AND/OR CHARGES FOR TRANSPORTATION SERVICES		
1. COMMODITY/CODE/NAME SSN UB CODE 8 DOE, JOHN 000-00-0000	2. TENDER NO./SUPPLEMENT NO./CANCELLATION NO. (AS APPLICABLE) ABCD-02	
3. ORIGIN ALEXANDRIA, VIRGINIA	4. ISSUE DATE 01 OCTOBER 2001	5. EXPIRATION DATE 31 DECEMBER 2001
6. DESTINATION RABAT, MOROCCO	7. EFFECTIVE DATE MTMC ACCEPTANCE	8. CARRIER FILE NUMBER (OPTIONAL) 0002
9. ISSUING CARRIER ABCD TRANSFER		9b. SCAC ABCD
<p align="center">CERTIFICATION</p> <p>I AM/(WE ARE) AUTHORIZED TO AND DO HEREBY OFFER ON A CONTINUING BASIS TO THE UNITED STATES GOVERNMENT, HEREINAFTER CALLED THE GOVERNMENT, PURSUANT TO SECTION 10721 OF THE INTERSTATE COMMERCE ACT OR OTHER APPROPRIATE AUTHORITY, THE TRANSPORTATION SERVICES HEREIN DESCRIBED, SUBJECT TO THE TERMS AND CONDITIONS HEREIN STATE. THE PROPERTY TO WHICH RATES HEREIN APPLY MUST BE SHIPPED BY OR FOR THE GOVERNMENT ON (1) GOVERNMENT BILLS OF LADING, (2) COMMERCIAL BILLS OF LADING ENDORSED TO SHOW THAT SUCH BILLS OF LADING ARE TO BE EXCHANGED FOR GOVERNMENT BILLS OF LADING AT DESTINATION, OR (3) COMMERCIAL BILLS OF LADING ENDORSED WITH THE FOLLOWING LEGEND: "TRANSPORTATION HEREUNDER IS FOR THE GOVERNMENT AND THE ACTUAL TRANSPORTATION COST PAID TO THE CARRIER(S) BY THE SHIPPER OR RECEIVER IS TO BE REIMBURSED BY THE GOVERNMENT."</p>		
11. RATE(S) OR CHARGE	12. MINIMUM WEIGHTS	13A. ROUTE(S)
\$75.00	100	
		13b. FOREIGN FLAG CERTIFICATION
		FROM: PARIS, FRANCE
		TO: RABAT, MOROCCO
		AUTHORIZATION NO: 1349874
14. ACCESSORIAL SERVICES		
ANY ADDITIONAL SERVICES WILL BE FURNISHED BY THE CARRIER ON REQUEST OF THE SHIPPER AT THE RATES OR CHARGES SPECIFIED IN THE APPLICABLE SOLICITATION AND WILL BE IN ADDITION TO THE RATES OR CHARGES SHOWN IN ITEMS 11 AND 12. SUCH REQUESTS MUST BE SHOWN ON THE BILL OF LANDING OR DD FORM 619 AND CERTIFIED BY THE PERSON REQUESTING SAME.		
[FOR HQMTMC USE ONLY]		

APPENDIX 7A-2

15. LAWFUL PERFORMANCE: OPERATING AUTHORITIES		
<p>IN MAKING THIS TENDER, THE CARRIER(S) REPRESENT(S) TO THE GOVERNMENT THAT THE SERVICES WILL BE PERFORMED IN ACCORDANCE WITH APPLICABLE, FEDERAL, STATE, AND MUNICIPAL LAWS AND REGULATIONS AND THAT THE CARRIER(S) POSSESS(ES) THE REQUIRED OPERATING AUTHORITY TO TRANSPORT THE COMMODITY FROM, TO, OR BETWEEN THE PLACES HEREIN SET FORTH, AS EMBRACED IN THE FOLLOWING DOCKETS, PERMITS, OR TEMPORARY OPERATING AUTHORITIES.</p>		
16. CHARGES AND ALLOWANCES		
<p>EXCEPT AS OTHERWISE PROVIDED HEREIN, SHIPMENTS MADE UNDER THE PROVISIONS OF THIS TENDER ARE ENTITLED TO SUCH ADDITIONAL SERVICES AND PRIVILEGES AS ARE PROVIDED IN THE INTERNATIONAL RATE SOLICITATION, SUBJECT TO THE CHARGES, ALLOWANCES, AND RULES APPLICABLE TO SUCH SERVICES.</p>		
17. PAYMENT		
<p>THE CARRIER SHALL BILL THE GOVERNMENT ON STANDARD FORM 1113, APPROPRIATELY SUPPORTED, AND SHALL SUBMIT SAID BILL TO THE PAYING OFFICE SHOWN ON THE GOVERNMENT BILL OF LANDING.</p>		
18. REFERENCES		
<p>WHERE REFERENCE IS MADE IN THESE TENDER OR THE INTERNATIONAL RATE SOLICITATION, SUCH REFERENCE SHALL BE DEEMED TO DEEMED TO INCLUDE SUPPLEMENTS OR AMENDMENTS THERETO OR ISSUES THEREOF, UNLESS OTHERWISE SPECIFIED HEREIN.</p>		
19. CANCELLATION OR MODIFICATION OF TENDER		
<p>THIS TENDER MAY BE CANCELED BY THE CARRIER(S) BY SUPPLEMENT ON 60 OR 90 DAYS WRITTEN NOTICE. CANCELLATION WILL NOT APPLY TO SHIPMENTS MADE (TO INCLUDE SHIPMENTS BOOKED PRIOR TO PICKUP DATE) FROM ORIGINAL POINT OF SHIPMENT BEFORE EFFECTIVE DATE OF SUCH NOTICE AND EXCEPT AS TO ANY ACCRUED RIGHTS AND LIABILITIES OF EITHER PARTY HEREUNDER CANCELLATION MY BE ACCOMPLISHED UPON SHORTER NOTICE BY MUTUAL AGREEMENT OF THE PARTIES CONCERNED.</p>		
20. FILING WITH REGULATORY BODIES		
<p>CARRIER(S) CERTIFIES (CERTIFY) THAT, WHERE REQUIRED, THE REQUISITE NUMBER OF COPIES OF THIS TENDER IS BEING FILED CONCURRENTLY WITH THE SURFACE TRANSPORTATION BOARD IN ACCORDANCE WITH SECTION 10721 OF THE COMMERCE ACT, OR WITH OTHER REGULATORY AGENCIES, AS APPROPRIATE.</p>		
21. ALTERNATIONS: VOLUME OF TRAFFIC		
<p>THIS TENDER WILL NOT APPLY WHERE CHARGES ACCRUING HEREIN EXCEED CHARGES OTHERWISE APPLICABLE FOR THE SAME SERVICE. RECEIPT OF THIS TENDER SHALL NOT BE CONSTRUED AS A GUARANTEE BY THE GOVERNMENT OF ANY PARTICULAR VOLUME OF TRAFFIC HEREIN DESCRIBED.</p>		
22. ALTERNATIONS: VOLUME OF TRAFFIC		
<p>SIGNATURE(S) OF PART(IES) REPRESENTING CARRIER(S): BY OFFERING RATES FOR SERVICES TO THE UNITED STATES GOVERNMENT, THE UNDERSIGNED CARRIER OFFICIAL CERTIFIES THE UNDERSTANDING AND CONTINUED COMPLIANCE WITH THE PREVIOUSLY EXECUTED CERTIFICATION OF INDEPENDENT PRICING, WHICH IS INCORPORATED HERETO BY REFERENCE. THE EXECUTED CERTIFICATION OF INDEPENDENT PRICING IS ON FILE IN THE CARRIER'S QUALIFICATION FILE AS AN ATTACHMENT TO THE CARRIER'S TENDER OF SERVICE.</p>		
<p>ISSUING CARRIER</p> <p style="text-align: center;">ABCD TRANSFER (ABCD)</p>	<p>PARTICIPATING CARRIER</p>	<p>PARTICIPATING CARRIER</p>
<p>BY (SIGNATURE AND TITLE OF AUTHORIZED OFFICER OR AGENT)</p> <p style="text-align: center;">SIGNATURE</p>	<p>BY (SIGNATURE AND TITLE OF AUTHORIZED OFFICER OR AGENT)</p>	<p>BY (SIGNATURE AND TITLE OF AUTHORIZED OFFICER OR AGENT)</p>
<p>ADDRESS</p> <p style="text-align: center;">P.O. BOX 0000 ALEXANDRIA, VIRGINIA 00000</p>	<p>ADDRESS</p>	<p>ADDRESS</p>
INSTRUCTIONS		
<p>A. GENERAL</p> <p>(1) THIS UNIFORM TENDER FORMAT IS DESIGNED TO PROMOTE SPEED AND ORDERLINESS IN THE HANDLING OF TENDERS. VARIANCE FROM ITS TERMS, SEQUENCE OR NUMBERING MAY RESULT IN DELAY IN THE PROCESSING OF TENDERS.</p> <p>(2) TENDER SHALL BE PREPARED PLAINLY BY ANY DURABLE PROCESS ON PAPER OF GOOD QUALITY, 8 1/2 X 11, WITH A LEFT HAND BINDING MARGIN OF AT LEAST 1/2 INCHES.</p> <p>B. DISTRIBUTION REQUIREMENTS</p> <p>EXCEPT AS OTHERWISE INSTRUCTED, RATE TENDERS AND SUPPLEMENTS WILL BE SUBMITTED TO THE COMMANDER, MILITARY TRAFFIC MANAGEMENT COMMAND, ATTN: MTTP-PP-R, 200 STOVALL STREET, ALEXANDRIA, VA 22332-5000 IN THREE COPIES. THE ORIGINAL AND ONE COPY MUST BEAR AN AUTHORIZED SIGNATURE.</p>		

ORIGINAL APPENDIX 7B-1

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-14

UNIFORM TENDER ONE-TIME-ONLY FORMAT

This appendix provides the exact information that must be contained in uniform tenders. Deviation is not permitted. The following data descriptions are keyed to the uniform tender illustration at Appendix A. Do not submit or reproduce and submit this illustration.

<u>BLOCK NO.</u>	<u>DESCRIPTION</u>	<u>ENTRY</u>
1	Commodity	Enter OTO, commodity (HHG or UB), Code of Service, Name and SSN.
2	Tender Number	Carrier assign a unique OTO tender number.
3	Origin	Enter origin city, state/country.
4	Issue Date	Enter date prepared by carrier.
5	Expiration Date	Enter pickup date + 30 days.
6	Destination	Destination city, state/country.
7	Effective Date	Enter "MTMC Acceptance."
8	Carrier File Number	Optional carrier use.
9	Issuing Carrier	Enter full corporate name and Standard Carrier Alpha Code (SCAC).
10	Certification	Do not alter.
11	Rate(s)	Enter the SFR in dollars and cents per net cwt for HHG or per gross CWT for UB. for Boats enter flat charge
12	Minimum Weight	Enter exactly "500 lbs. net" for HHG or "100 lbs. gross" for UB.
13-13b	Route(s)	Optional carrier use. Enter routing and/or foreign flag certification, if applicable.
14	Accessorial Services	Do not alter.
15	Lawful Performance Operating Authority	Enter operating authority, as required.
16-21		Do not alter.
22	Signature	Enter full corporate name and address. Enter title and name of individual signing tender. Signature must be a company official whose signature is on file at HQMTMC.

APPENDIX B

ORIGINAL APPENDIX 7C-1

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-14

ONE-TIME-ONLY MESSAGE REQUEST

FROM: PPSO

TO: CDRMTMC ALEXANDRIA VA//MTPP-PP-R//

SUBJ: REQUEST FOR ONE-TIME-ONLY PERSONAL PROPERTY SHIPMENT

1. MEMBERS NAME, RANK, SSN, MILITARY SERVICE.
2. CODE OF SERVICE.
3. ORIGIN (INCLUDE CITY, STATE/COUNTRY, GBLOC).
4. DESTINATION (INCLUDE CITY, STATE/COUNTRY, GBLOC).
5. PICKUP DATE.
6. REQUIRED DELIVERY DATE.
7. ESTIMATED WEIGHT IN NET POUNDS FOR HOUSEHOLD GOODS AND GROSS POUNDS FOR UNACCOMPANIED BAGGAGE.
8. DATE OTO INFORMATION IS REQUIRED FOR BOOKING PURPOSES.
9. ROUTING FOR CODE 5/T SHIPMENTS.
10. LIST SUSPENDED CARRIERS.
11. REMARKS (INCLUDE INFORMATION, I.E., SHIPMENT PACKED AND CRATED, SHIPMENT IN NTS, USE OF SPECIFIC AGENTS AT ORIGIN OR ANY OTHER UNUSUAL CIRCUMSTANCES).

ORIGINAL APPENDIX 7D-1

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-14

BOAT OTO MESSAGE REQUEST FORMAT

FROM: PPSO

TO: CDRMTMC ALEXANDRIA VA//**MTPP-PP-R**//

SUBJ: REQUEST FOR PERSONAL PROPERTY ONE-TIME-ONLY (OTO) WITH BOAT RATE

1. MEMBER'S NAME/RANK/SSN.
2. CODE OF SERVICE (4).
3. ORIGIN PPSO: INCLUDING GBLOC AND PICKUP POINT OF SHIPMENT IF OTHER THAN INSTALLATION. (HHG AND BOAT)
4. DESTINATION CITY, INSTALLATION, GBLOC, STATE/COUNTRY.
5. PICKUP DATE.
6. REQUIRED DELIVERY DATE.
7. ESTIMATED WEIGHT IN NET POUNDS FOR HHG.
8. ESTIMATED WEIGHT IN NET POUNDS FOR BOAT. BOAT REQUESTS MUST INCLUDE THE FOLLOWING: BOAT-LENGTH, WIDTH, HEIGHT, MOTOR-MAKE, SERIAL NUMBER, WEIGHT, WHETHER INBOARD OR OUTBOARD.

NOTE: WHEN BOAT IS MOVING WITH TRAILER, COMBINED DIMENSIONS ARE REQUIRED.

9. DATE BOAT OTO INFORMATION IS REQUIRED FOR BOOKING PURPOSES.
10. LIST CARRIERS IN NONUSE.
11. POINT OF CONTACT/TELEPHONE NUMBER.

ORIGINAL APPENDIX 7 E-1

INTERNATIONAL PERSONAL PROPERTY RATE SOLICITATION I-14

UNIFORM TENDER FOR BOAT OTO SHIPMENTS

This appendix provides exact information that must be contained in Uniform Tenders. Deviation is not permitted. The following data descriptions are keyed to the Uniform Tender illustration at Appendix A.

<u>BLOCK NO.</u>	<u>DESCRIPTION</u>	<u>ENTRY</u>
1	Commodity	Enter OTO, commodity HHG and boat, Code of Service, Name and SSN.
2	Tender Number	Assign a unique tender number.
3	From	Enter shipment pickup point.
4	Issue Date	Enter date prepared by carrier.
5	Expiration Date	Enter pickup date + 30 days.
6	To	Destination city, state/country.
7	Effective Date	Enter exactly "MTMC Acceptance."
8	File Number	Optional carrier use.
9	Issuing Carrier	Enter full corporate name and Standard Carrier Alpha Code (SCAC).
10	Certification	Do not alter.
11	Rate(s)	Enter the SFR in dollars and cents per net CWT for HHG and flat charge for boat.
12	Minimum Weight	Enter "500 lbs net" for HHG.
13	Route(s)	Optional carrier use. Enter routing and/or foreign flag certification, if applicable.
14	Accessorial Services	Do not alter.
15	Lawful Performance Operating Authorities	Enter operating authority, as required.
16-21		Do not alter.
22	Signature	Enter full corporate name and address. Enter title and name of individual signing tender. Signature must be a company official whose signature is on file HQMTMC.

APPENDIX E